MEMORANDUM

SUBJECT: Process for Exam Accommodation Requests

Students requesting exam accommodations must meet with an SDRC counselor and be determined eligible based upon appropriate disability documentation and SDRC completed program intake procedures. (For more information, please refer to the SDRC Policy and procedures for Verifying Student Disabilities, Determining Services, and Academic Adjustments, Declination of Services, and Appeal Procedures – February 14, 2003).

Requests for Exam Accommodation Memo’s
Once established with the SDRC and determined eligible for exam accommodations, early and each semester, eligible students should meet with an SDRC counselor to request and complete Exam Accommodation Request Memo’s (EARM’s) for each class in which accommodations are appropriate and necessary. One copy of the EARM is to be given to the student to provide to the Instructor, additional copies to the Testing Center and student file.

Student Contact with Instructors
Students with completed EARM’s should contact, meet with, and submit a copy of the EARM with instructors during office hours ASAP. Students encountering concerns or questions from instructors regarding approved exam accommodations or the accommodation process should contact and discuss the situation with an SDRC counselor ASAP.

Scheduling Class Exams
Well in advance, students should reserve a time slot for each exam in the Testing Center. Scheduling of accommodated exams begins at the front desk in the SDRC office and whenever possible, accommodated exams should coincide with the regular class time for the exam. If this is not possible, approval must be provided by the instructor and submitted to the Testing Center.

Exams should be scheduled at least seven days prior to test administration (14 days for finals). Time and accommodations may be deducted or forfeited accordingly for students who are late for an exam.

*Please note, the Testing Center is not the only accommodation exam site. It is acceptable for an Instructor to offer and provide a reasonable site with corresponding and approved accommodations.

Cancellations
Students are responsible to notify the Testing Center 24 hours in advance to cancel test accommodation arrangements. Students who have two no shows or two incidents of failure to cancel within 24 hours, will need to meet with an SDRC counselor for advisement.
Problems during Accommodated Exams within the Testing Center
Students encountering problems during their exams with a scribe, reader, or other exam accommodations/site issues should notify the Testing Center immediately. The Testing Center, in consultation with the SDRC will attempt to resolve the issue(s).

ELM/EPT
Students eligible for and requesting accommodations for the ELM/EPT, need to complete an EARM with an SDRC counselor. Once completed, the SDRC counselor will submit a copy to the Testing Center.

GWPE
Prior to completion of an EARM for GWPE accommodation requests, students should p/u and complete a GWPE registration form, pay the appropriate fee at the cashiers office, and return to the SDRC and meet with a counselor to complete a corresponding EARM. Once completed, the GWPE registration form and an attached copy of the EARM should be submitted to the testing Center.

Other Standardized Exams (GRE, CBEST, PRAXIS)
Requests to the SDRC for accommodation letters and copies of disability documentation (when necessary) should me made ASAP and no later than two weeks before the registration deadline, preferrably six weeks. Late requests cannot be guaranteed service. Accommodation request letters should be submitted with the completed registration form(s) by the student to the corresponding testing agency (ETS, NES etc.) preferrably six weeks prior to the registration deadline as ETS’ need to review documentation.